

training and developed training materials, ads, plan of the day notes, and other tools to get the word out. Most can be downloaded from the DON Privacy Office Web site at <http://privacy.navy.mil>.

In the DON, more than 220 Navy and Marine Corps systems contain personally identifiable information, which is retrieved by an individual's name and personal identifier. For these systems, the DON is performing Privacy Impact Assessments, a tool originally developed by the Internal Revenue Service to ensure the integrity and safety of the myriad of documents containing personal information that it receives to compute taxes.

The Department asks you to ensure that breaches are eliminated and privacy is protected by following sound business practices to protect PII, including:

- Be sure to secure! Make sure documents containing PII are not accessible to compromise or loss.
- Encrypt, Encrypt, Encrypt! When transmitting data, make sure that you use a secure connection. If you don't know how to do it, find out soon. The procedure is easily learned.
- If you don't need the information, don't take it with you — electronically or on paper!
- Once you have read it, shred it! Don't let it stack up on you.
- Browse the World Wide Web smartly! Make sure that your security and privacy settings are at an appropriate level.
- Make your passwords complex! The passwords used for e-mail, online banking, and other transactions that contain private information should not be simple or easily guessed. The best passwords are a blend of special characters, numbers, and lower and uppercase letters.

Our motto regarding private information must be: ***If we collect it, we must protect it!***

Doris Lama is the Department of the Navy's Freedom of Information Act and Privacy Act policy officer. Richard Wolfe is responsible for privacy in the information assurance/identity management/privacy section of the DON Chief Information Officer.

CHIPS

TEN RULES To Protect Personal Information

- DO NOT be afraid to challenge "anyone" who asks to see Privacy Act information that you are responsible for.
- DO NOT maintain records longer than permitted under records disposal.
- DO NOT destroy records before disposal requirements are met.
- DO NOT place unauthorized documents in Privacy Act record systems.
- DO NOT co-mingle information about different individuals in the same file.
- DO NOT transmit personal data without ensuring it is properly marked. Use "FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE."
- DO NOT use interoffice envelopes to mail privacy data.
- DO NOT place privacy data on shared drives, multi-access calendars, the Intranet or Internet that can be accessed by individuals who do not have an official need to know.
- DO NOT create a new system of records without first consulting your privacy office or Chief of Naval Operations (DNS-36).
- DO NOT hesitate to offer recommendations on how to better effectively manage privacy data.

– DON Privacy Office

First CTN "A" School Launches at CID Corry Station

By Darlene Goodwin

The first class of the new Cryptologic Technician Networks "A" School convened at the Center for Information Dominance (CID) Corry Station, Feb. 26. Ten Sailors in paygrades E-1 through E-3 are enrolled in the course to learn basic network and networking fundamentals, including devices, topology and security issues.

CID Commanding Officer Capt. Kevin R. Hooley said the training prepares Sailors for complex and mission critical computer network operations in the information warfare domain.

"Information warfare is integral to 21st century Naval operations — combat, peacekeeping, stability and humanitarian," Hooley said. "This course prepares Sailors for these duties in the ever-growing cyber battlespace."

The CTN rating was originally manned with Sailors selected to convert from other CT ratings. Following several rounds of CT-only conversions, the rating is now open to Sailors in any rating who qualify and pass the review process. The first CTN "A" School students are also the first new CTN accessions into the Navy. Cryptologic Technician Networks Seaman Recruit (CTNSR) Casey Denton called it an "amazing milestone" to be a part of.

"CTNs in the future will look to us as pioneers (who built) the pathway they will follow," Denton said. "It is a huge responsibility that we have agreed to take on, and we are all ready and willing to stand up to the challenge."

According to Hooley, the new rating and training were developed in response to emergent warfare requirements and to pace ever advancing technology.

"This evolution bears witness to the dynamic and rapidly responsive nature of our manpower, personnel, training and education system and the Navy's revolution in training," he said. "Combatant commanders and national authorities stated the need for warfare expertise in cyberspace, and in very short order, this new rating was established and formal training implemented."

Course instructor CTN1 (AW) Michael Hawley says the Navy can expect a great product from the new "A" school. "Our goal is to provide the fleet with a Sailor that can make an immediate impact," Hawley said. "And, we fully intend to reach our goal."

CTN "A" School student CTNSR Nancy Pugh is ready to help make that happen. Expressing appreciation to the Navy and nation for the opportunity she has been given, she said, "I'm very proud to be where I am now, knowing that my possibilities are endless, (having been) selected and entrusted to serve the U.S. Navy as a CTN."

CTN "A" School students prepare to begin their new course at the CID Corry Station. Photo by Darlene Goodwin. For related news about the CID, visit the command's Navy NewsStand page at "<http://www.news.navy.mil/local/corry/>."



Darlene Goodwin is the CID public affairs officer.

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